

Registration to be a Nonlicensee CPA Firm Owner

Board of Accountancy Washington State



Checklist & Instructions

1. **Application:** You must submit a complete *Registration for a Nonlicensee CPA Firm Owner* form and the \$330.00 fee. Be sure you complete all sections of the *Registration for a Nonlicensee CPA Firm Owner* form and sign the affidavit.
2. **Qualification Requirements:** To qualify to be a nonlicensee CPA firm owner you must:
 - (a) Be a natural person,
 - (b) Meet the good character requirements of RCW 18.04.105(1)(a),
 - (c) Meet the definition of an active individual participant at the CPA firm or affiliated entity's business. Board rule WAC 4-25-410 provides the following definitions:
 - **Active individual participant** means a natural person whose primary occupation is at the firm or affiliated entity's business. An individual whose primary source of income from the business entity is provided as a result of passive investment is not an active individual participant.
 - **Affiliated entity** means any entity, entities, or persons that directly or indirectly through one or more relationships influences or controls, is influenced or controlled by, or is under common influence or control with other entities or persons. This definition includes, but is not limited to, parents, subsidiaries, investors or investees, coinvestors, dual employment or management in joint ventures or brother-sister entities.
 - (d) Demonstrate a passing grade of 90% or better on the AICPA's self-study course/examination "Professional Ethics for CPAs." The AICPA professional ethics examination is available from both the AICPA and the Washington Society of CPAs (see below). When completing the AICPA ethics examination you must request (on your exam answer form) that the AICPA forward a copy of your exam grade to the Washington State Board of Accountancy. NOTE: The AICPA can take up to 3 months to process examinations and forward grades to boards of accountancy. Unfortunately, your Washington state *Nonlicensee CPA Firm Owner* form cannot be processed by the Washington State Board of Accountancy until we receive notification from the AICPA of your grade of 90% or better. Because of this, we encourage you to obtain and take the AICPA ethics examination as soon as possible. For information on obtaining the AICPA ethics examination, please contact either of the following organizations:
 - AICPA: (888) 777-7077 or <http://www.cpa2biz.com/CS2000/TaskCenters/Learning/default.htm>
 - WSCPA: (425) 644-8199 or (800) 272-8273 (in WA only) or <http://www.wscpa.org/wscpa/p6.htm>
3. **Need More Information?** To assist you, the following forms and information are available on the Board's website:
 - *Registration for a Nonlicensee CPA Firm Owner* form (attached)
 - RCW 18.04 (Public Accountancy Act)
 - WAC 4-25 (Board rules)

To facilitate the processing of your registration, be sure you fully complete all required forms and submit all required information. If you have questions, feel free to contact the Board at (360) 664-9193 or e-mail registrationquestions@cpaboard.wa.gov.
4. **When can I hold an ownership interest in a CPA firm?** You may not hold ownership interest in a CPA firm licensed in Washington State until you receive written notice from the Board of your Washington state registration number. Your registration is not complete and cannot be processed until all fees, required documentation, required information, and other documentation deemed necessary by the Board are received by the Board. When the processing of your registration is complete, the Board will mail your registration to the last address you provided to the Board.
5. **What other requirements must I meet after my registration is approved by the Board?** You must fully comply with the Public Accountancy Act and all Board rules. Once you are registered as a nonlicensee CPA firm owner, you are subject to discipline for violation of the Public Accountancy Act or Board rules. Both the Public Accountancy Act and Board rules are posted on the agency's web site: www.cpaboard.wa.gov and a copy of each will be mailed to you along with your completed and approved registration.

Your initial registration will expire on June 30 of the third calendar year following initial issuance of the registration. In January of the expiration year, the Board will mail you a renewal form. Additionally, renewal forms will be available on the agency's web site. To qualify to renew your registration, you must complete a four-hour continuing professional education (CPE) course in ethics applicable to the practice of public accounting in Washington state. Approved ethics course providers are listed on the Board's web site.

Registration for Nonlicensee CPA Firm Owner

Board of Accountancy Washington State

**Mail to:**

Washington State Board of Accountancy

P O Box 43123

Olympia, WA 98504-3123

360/664-9193

www.cpaboard.wa.gov

Fee:\$330.00

Make Check Payable To: WA State Board of Accountancy

(Funds must be US dollars drawn on a US bank)

Name: _____
Last First Middle

Prior Name(s): _____

Address: _____
Street
City State Zip Country

Telephone number (during business hours): _____

Email (to facilitate contacting you should a problem arise in processing your registration) _____

Social Security Number (SSN)*: _____ **Date of Birth:** _____

*(Please see "Why we ask for your Social Security Number" [on reverse] for important information regarding disclosure of Social Security Number)

CPA firm that you intend to hold an ownership interest in:

Address: _____
Street
City State Zip Country

Good Character: You must meet Washington's good character requirement. Good character is generally defined as a personal history free of felonious or dishonest acts. Please answer the following questions. Attach separate page(s) explaining any "yes" answers:

- | | | |
|--|-----|----|
| 1. Have you ever been convicted of a felony? | Yes | No |
| 2. Have you ever been convicted of a crime involving dishonesty? | Yes | No |
| 3. Have you ever had a professional license or permit, or an enrollment to practice before the Treasury Department suspended or revoked? | Yes | No |
| 4. Have you ever been expelled from a professional society? | Yes | No |
| 5. Have you ever been denied the privilege to write the CPA exam? | Yes | No |

Qualification Standards:

_____ I meet the definition of an "Active Individual Participant" as defined by Board rule WAC 4-25-410(2).
(Initial)

_____ I obtained and completed the AICPA's self-study course and examination "Professional Ethics for CPAs" on
(Initial) _____ (date) and I requested the AICPA to send a copy of my grade report to the
Washington State Board of Accountancy.

Why we ask for your Social Security Number: You are required to provide your Social Security Number in order to assist in enforcement of child support laws. Your Social Security Number may also be used for identification purposes. (Section 7, Chapter 160, Laws of 1998.)

If you did not provide a Social Security Number, please complete the following:

I have not furnished a Social Security Number on my registration to be a nonlicensee firm owner. I do not have a Social Security Number. I declare, under penalty of perjury under the laws of the State of Washington, that the foregoing is true and correct.

Signature: _____ Date: _____

Location: _____
(City, State or Province, Country)

Signature & Certification:

Original Signature Required--Do Not Fax

I, _____ (*print name*), certify under the penalty of perjury that the foregoing information is true and correct. I understand that making false or misleading responses during the registration process constitutes basis for the Board to prohibit a nonlicensee from holding an ownership interest in a licensed firm.

Signature: _____ Date: _____

Location: _____
(City, State or Province, Country)